



Deputy Clerk Bookkeeper

Details

Job ID : 525

Title : Deputy Clerk Bookkeeper

Job Code : 950

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES AS THEY PERTAIN TO CASH MANAGEMENT

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- 5 YEARS WORK EXPERIENCE MUST INCLUDE AT LEAST 2 YEARS IN BOOKKEEPING

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

Job Duties

- BATCH AND POST CASH RECEIPTS
- DISBURSE FUNDS
- PREPARE DAILY BANK DEPOSITS
- RESEARCH AND RECONCILE CASH OUTAGES (AS NEEDED)
- RECONCILE BANK STATEMENTS ON A MONTHLY BASIS
- RECONCILE BANK STATEMENTS ON A MONTHLY BASIS
- PREPARE MONTHLY REPORTS TO VARIOUS STATE AGENCIES
- BALANCE SUB LEDGER JOURNAL CARDS ON A WEEKLY BASIS
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED